

***City of York Board of Architectural Review  
Minutes  
September 21, 2021***

Members present:

Chairperson Beth Bailey  
Diane Hanlon  
Gene Gaulin  
Gary Stewart  
A. Lee McLin  
Linda Lowman  
Quinn Witte

Members absent:

Others present:

Planning Director Breakfield  
Zoning Administrator Blackston  
(see sign-in sheet)

Chairperson Beth Bailey called the meeting to order at 6:30 p.m.

**The first item of business** was the discussion of a potential Executive Session for the receipt of legal advice due to legal matters. Upon a Motion by Beth Bailey, seconded by Gene Gaulin, the Commission unanimously voted to enter Executive Session; thereafter, Chairperson Bailey announced the end of executive session, stated that no action was taken during Executive Session and that the regular portion of the agenda would continue.

**The second item of business** was approval of the draft Minutes from the August 2, 2021 regular meeting. Upon a Motion by Gene Gaulin, seconded by Diane Hanlon, the Board unanimously approved the Minutes as submitted.

**The third item of business** was approval of the draft Minutes from the August 31, 2021 special meeting. Upon a Motion by Gene Gaulin, seconded by Diane Hanlon, the Board unanimously approved the Minutes as submitted.

**The fourth item of business** was the discussion of potentially adding an item to the agenda related to an awning at 35 North Congress St. By affirmation, the Board added the item to the agenda.

**The fifth item of business** was consideration of a certificate of appropriateness (COA) for a replacement awning at 35 North Congress Street.

Planning Director Breakfield reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application did comply with the HDCDS.

After discussion and upon a Motion by Gene Gaulin, seconded by Gary Stewart, the Board unanimously approved the application as submitted.

**The sixth item of business** was consideration of a certificate of appropriateness (COA) application in the Gateway Corridor Overlay District for Metker Equipment Yard to be located at 1154 Johnson Road.

Planning Director Breakfield reminded the Board of requirements for the Gateway Corridor Overlay District.

After discussion and upon a Motion by Beth Bailey, seconded by Gary Stewart, the Board unanimously conditionally approved the application based on street trees being provided and landscaping being installed around the parking area.

**The seventh item of business** was consideration of a certificate of appropriateness (COA) application for an accessible ramp for First Baptist Church located at 102 South Congress Street.

Planning Director Breakfield reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application did comply with the HDCDS.

After discussion and upon a Motion by Gary Stewart, seconded by A. Lee McLin, the Board unanimously approved the application as submitted.

**The eighth item of business** was consideration of a certificate of appropriateness (COA) application for deck repair at 6 North Roosevelt Street.

Planning Director Breakfield reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application did comply with the HDCDS.

After discussion and upon a Motion by Diane Hanlon, seconded by Gene Gaulin, the Board unanimously approved the application as submitted.

**The ninth item of business** was consideration of a certificate of appropriateness (COA) application to replace windows at 16 East Jefferson Street.

Planning Director Breakfield reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application did comply with the HDCDS.

After discussion and upon a Motion by Gary Stewart, seconded by Linda Lowman, the Board unanimously approved the application as submitted.

**The tenth item of business** was consideration of a certificate of appropriateness (COA) application for signage at 8 North Congress Street for Ten 11 Events.

Planning Director Breakfield reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.

2. The subject certificate of appropriateness application did comply with the HDCDS.

After discussion and upon a Motion by Diane Hanlon, seconded by Gary Stewart, the Board unanimously approved the application as submitted.

**The eleventh item of business** was consideration of a certificate of appropriateness (COA) application for porch roof and ceiling repair at 124 North Congress Street.

Planning Director Breakfield reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application did comply with the HDCDS.

After discussion and upon a Motion by A. Lee McLin, seconded by Gary Stewart, the Board unanimously approved the application as submitted.

**The twelfth item of business** was consideration of a certificate of appropriateness (COA) application for exterior renovations at 309 North Congress Street.

Planning Director Breakfield reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application did comply with the HDCDS.

After discussion and upon a Motion by Gary Stewart, seconded by Gene Gaulin, the Board unanimously conditionally approved the application based on the applicants returning to the Board with the screened porch portion of the application once they have a sketch and more details.

**The thirteenth item of business** was consideration of a certificate of appropriateness (COA) application for York County Veteran's Park located at 23 East Liberty Street.

Planning Director Breakfield reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application did comply with the HDCDS.

After discussion and upon a Motion by Gary Stewart, seconded by A. Lee McLin, the Board unanimously conditionally approved the application as submitted based on there being two species of trees that are compatible with the surrounding trees in the landscape plan, the sidewalk extending down to 105 Garner Street, and the project having SCDOT approval.

**The fourteenth item of business** was consideration of a certificate of appropriateness (COA) application for exterior siding at 14 East Jefferson Street.

Planning Director Breakfield reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application did comply with the HDCDS.

After discussion and upon a Motion by Beth Bailey, seconded by Linda Lowman, the Board approved the application as submitted. Gary Stewart voted in opposition to the Motion due to the possibility of setting a precedent in the Historic District.

Chairperson Bailey made a Motion to immediately suspend all use of synthetic material in siding, windows, porches, and other details on historic structures until guidelines can be amended. Gene Gaulin seconded the Motion. The remaining Board members voted in favor of the Motion.

**The fifteenth item of business** was documentation of certificate of appropriateness applications.

**The sixteenth item of business** was an update regarding staff-approved certificates of appropriateness. Zoning Administrator Blackston indicated that there were no staff-approved COA applications to report at this meeting.

There being no further business, the meeting was adjourned at 8:00 pm.

Respectfully submitted,

C. David Breakfield, Jr. AICP, MCP  
Planning Director

cc: File, Board of Architectural Review 9/21/2021  
Seth Duncan, City Manager